



**USER MANUAL**

## EVENT MANAGER DOCUMENTATION

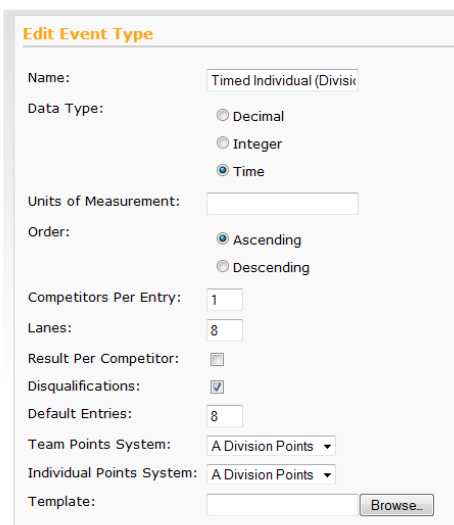
### SET UP

#### VIEW EVENT TYPES

- An event type is different from an event. It describes what a particular event is recording. For example, in an athletics carnival you have two types of actual events – timed events and measured distance or height events. All timed based events in your carnival (100m, 200m, 400m etc) would all use the event type “Timed Individual”, indicating each individual competitor has a time recorded in results entry. Distance or Height based events like discus or high jump would use the event type “Distance / Height” because the parameters for this event (data type – decimal) ensures decimal entries are recorded (eg. 29.54) and not time (00:00:00) during results entry (see Results Tab).

#### Set Up > New Event Types

- New Events Types can be added in the Set Up Tab or the Events Tab.



The screenshot shows the 'Edit Event Type' form with the following fields and values:

- Name: Timed Individual (Divisi...
- Data Type:  Decimal,  Integer,  Time
- Units of Measurement: [Empty text box]
- Order:  Ascending,  Descending
- Competitors Per Entry: 1
- Lanes: 8
- Result Per Competitor:
- Disqualifications:
- Default Entries: 8
- Team Points System: A Division Points
- Individual Points System: A Division Points
- Template: [Empty text box] [Browse...]

**Name:** Enters the name of the event. This will show up throughout the tabs (when viewing or adding a new event, the TYPE of event will be what is listed here).

**Data Type:** There are 3 data types available

- 1) Decimal – useful for data entries like distance and height
- 2) Integer – used for whole number entries such as goals scored or points given
- 3) Time – used for timed events (usually where lowest time wins)

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**Unit of Measure:** As the name suggests this is where you assign a unit of measure for the event. In the case of decimal you may wish to enter metres or kilometres. For integer you may wish to enter goals or tries scored. For time you may wish to enter seconds or hours.

**Order:** This is used to place results. You would use ascending (smallest to largest) for time based events and for distance or goals or points based events you would use descending (largest to smallest).

**Results per competitor:** Most events will use 1 result per competitor, but in the case of a teams-based event or relays you may wish to enter any number of competitors (2+) because this means that all four competitors contribute to the result in the particular event. For example in the case of a team triathlon you would have a swimmer, cyclist and runner all who contribute to the overall time of the event. This will ensure that all 3 competitors are present in the results and reports data tab.

**Disqualifications:** By checking the disqualifications box you are enabling a disqualification box to appear on the results entry page tab.

**Default entries:** This is the number of competitors that will be used in results page for each event where there are no entries that have been entered already. This is useful for school based carnivals when you do not seed competitors. For a swimming competition that uses 8 lanes in pool you would have 8 entered. If your track has 9 lanes you would enter 9. For other events this will vary.

**Team Point System:** This is for those points you wish to contribute to the overall team championship for an event type. (Usually they will be the same as individual team points which go to the individual divisions / age champions). An example of an event that would only apply to the team championships points and not to the individual points system would be an event like a relay race.

**Individual Points System:** The user is able to create and assign different points systems in the one carnival / event. You may have an event points system that assigns points for a certain number of places and then a different points system for an event like a relay. Both points systems are created in the Points system Task bar but can be assigned uniquely to each event. Individual points systems are applied to the divisions / age champions and can also contribute (and usually do) to the overall team points system.

**Template:** You can update the template with relevant information to your organisation. Eg. Organisation logo

### SET UP: VIEW POINTS SYSTEMS

- This enables the user to use multiple points scoring systems within the one Carnival or Sporting Event. Only one points system (named Individual) can be used for a particular event (eg Boys 12yrs 100m) but you may wish to use a different points system (named relay) for an event like the 4x100m relay.

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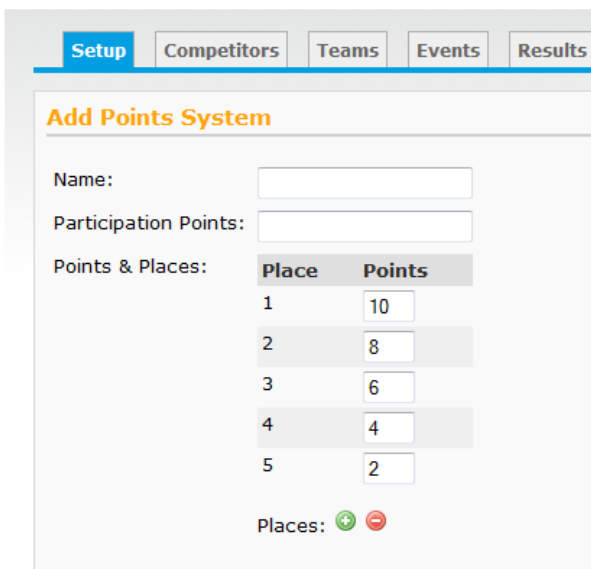
- In the Event Set Up you may then assign a points system to the designated event. (Eg Individual points system for the Boys 100m Sprint.
- Points systems can be added or deleted from the tasks bar.

To Add Points System: [Set Up](#) > [View Points System](#) > [New Points System](#)

**Name:** Here the user assigns a name to the points system (eg. individual points). Only whole number point values are available for use.

**Participation Points:** Enter a point's value (usually 1) for non place getters.

**Points & Places:** Depending on the event type you can add as many additional places by clicking on the green plus button. To remove places, simply click on the red minus button. To assign points per place click in the points box and enter desired points.



**Add Points System**

Name:

Participation Points:

Points & Places:

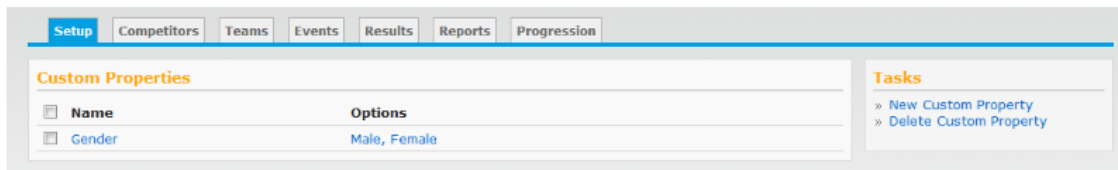
Place	Points
1	<input type="text" value="10"/>
2	<input type="text" value="8"/>
3	<input type="text" value="6"/>
4	<input type="text" value="4"/>
5	<input type="text" value="2"/>

Places:

### SET UP: VIEW CUSTOM PROPERTIES

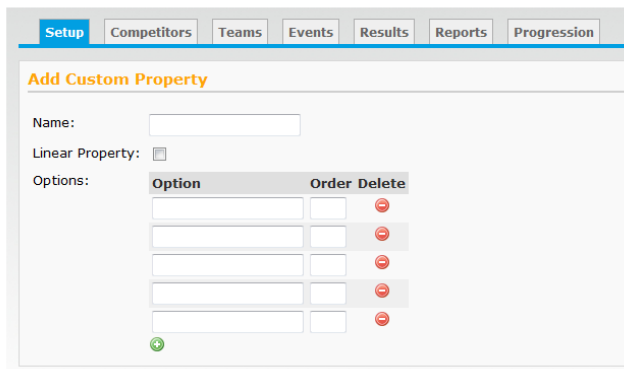
- Custom Properties enables the user to create their own fields to use within their competition. You may decide to use categories such as Beginner, intermediate, Advanced or open. There may be an event where you wish to use terms specific to your event. This will then allow the user to assign competitors and events into these custom fields that have been created.

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- To view the details of the custom property click on its name. This will take the user to the edit custom property page.

To View and Create / Delete Custom Properties: [Set Up > View Custom Properties > Add / Delete Custom Property](#)



**Name:** Assign a name to the custom property. Eg. Skill Level

**Linear Property:** Select this when there is some type of order to the custom property. Eg. Skill level is linear because there are increasing levels of ability where a sequences and order can be seen (Beginner → intermediate → Advanced). An example of a non linear property would be separating competitors into different category groups where no sequence or order is necessary (such as Male and Female or perhaps in a tabloid based activity).

**Options:** Simply type the name of the custom field (Eg. Beginner, Intermediate and Advanced) and then assign an order to them numerically. Click on save to add the new custom property.

### SET UP: VIEW DIVISIONS

- Divisions enable the user to create reports in the Reports Tab by creating groupings. For standard carnivals /events such as Swimming, Cross Country and Athletics Carnivals, these would be Age Champion Divisions. For other events it maybe across age groups (eg. Junior, Intermediate and Senior) or skill levels (eg. Novice, Intermediate and Open).

To enter Divisions: [Set Up > View Divisions > Create Categories > Save](#)

## EVENT MANAGER DOCUMENTATION



Setup Competitors Teams Events Results Reports Progression

**Add Division**

Name: 13yrs Male Age Champion

Gender: Male

Minimum Age: 13

Maximum Age: 13

Tasks

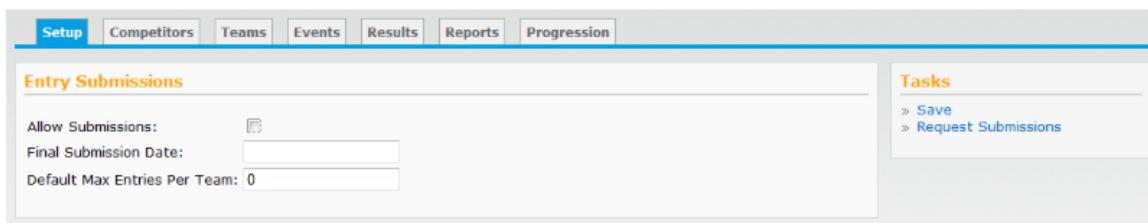
> Save

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### SET UP: ENTRY SUBMISSIONS

- This is used for organiser of a representative carnival / event who wishes to define the number of entries from each participating team.

To Create Entry Submissions: [Set Up](#) > [Entry Submissions](#) > [Enter Data and define parameters](#) > [Save](#)



Setup Competitors Teams Events Results Reports Progression

**Entry Submissions**

Allow Submissions:

Final Submission Date:

Default Max Entries Per Team: 0

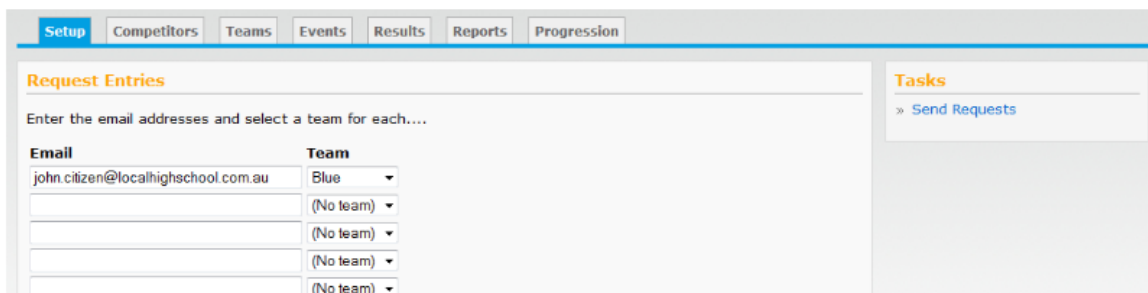
Tasks

> Save

> Request Submissions

- The organiser will then be required to send requests to participating team managers so that information can be uploaded to the representative carnival.

To Request Submissions: [Set Up](#) > [Entry Submissions](#) > [Enter Request Submissions](#) > [Enter Email Adresses and Select Teams](#) > [Send Requests](#)



Setup Competitors Teams Events Results Reports Progression

**Request Entries**

Enter the email addresses and select a team for each....

Email	Team
john.citizen@localhighschool.com.au	Blue
	(No team)
	(No team)
	(No team)
	(No team)

Tasks

> Send Requests

# EVENT MANAGER DOCUMENTATION

## SET UP: IMPORT

- This feature enables a complete import from any CSV file (Microsoft Excel) for competitors/events/entries. It is important that the file is in the following format to ensure a correct import of all competitors and /or events.

For Competitors; column headings in capitals: ID, FIRSTNAME, SURNAME, TEAM, GENDER

For Events; column headings in capitals: NAME, TYPE, MIN\_AGE, MAX\_AGE, ORDER, GENDER

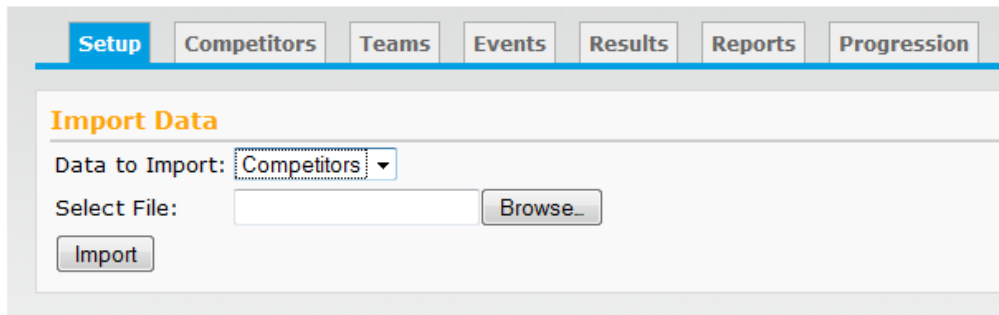


To create a Microsoft CSV file, create information in a normal Excel Spreadsheet, Save file as CSV (comma delimited)

	A	B	C	D	E	F
1	NAME	TYPE	MIN AGE	MAX AGE	ORDER	GENDER
2	12 M 100m	Timed Individual	12	12	1	Male
3	13 M 100m	Timed Individual	13	13	2	Male
4	14 M 100m	Timed Individual	14	14	3	Male
5	15 M 100m	Timed Individual	15	15	4	Male
6	16 M 100m	Timed Individual	16	16	5	Male
7	17 M 100m	Timed Individual	17	17	6	Male
8	18 M 100m	Timed Individual	18	18	7	Male
9	12 F 100m	Timed Individual	12	12	8	Female
10	13 F 100m	Timed Individual	13	13	9	Female
11	14 F 100m	Timed Individual	14	14	10	Female
12	15 F 100m	Timed Individual	15	15	11	Female
13	16 F 100m	Timed Individual	16	16	12	Female
14	17 F 100m	Timed Individual	17	17	13	Female
15	18 F 100m	Timed Individual	18	18	14	Female

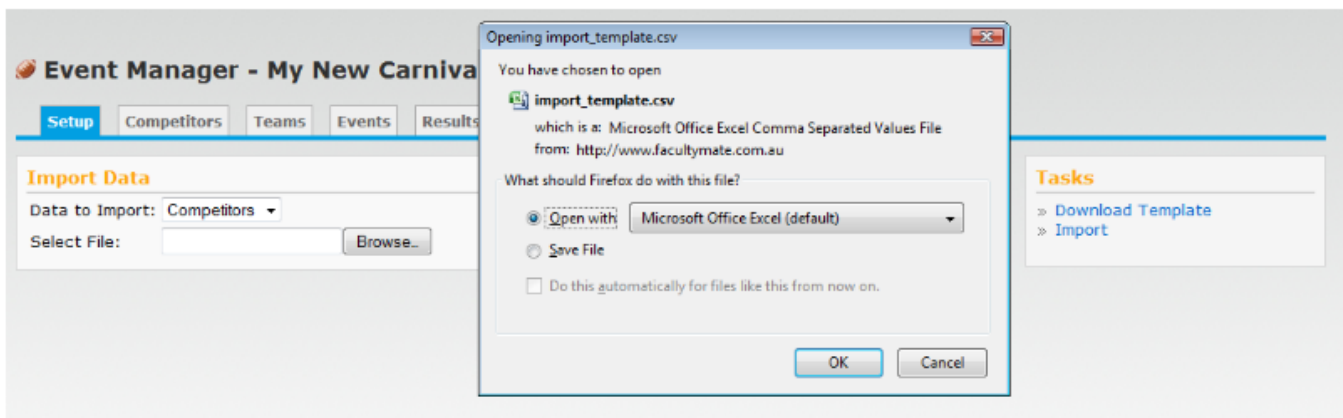
To Import Events or a list of competitors: [Set Up > Import > Select Competitors / Event / Entries > Browse files and select> Import](#)

## EVENT MANAGER DOCUMENTATION



To make this process easier to manage, it is recommended that the user take advantage of the Download template button in the Task bar. This will automatically open up Microsoft Excel in the user's current version in a CSV format with the necessary headings. All the user is then required to do is complete the data and save with a file name of their choice. From here, you complete a normal import using the selected file (see importing)

To use one of the templates provided: [Set Up > Import > Select Competitors / Event / Entries > Download Template > Enter](#)





## COMPETITORS

- This section involves the management of all competitors. You are able to create, edit and delete competitors. The custom properties created in the Set Up are present in this tab.
- The page consists of all custom properties and results link. This enables the user to view the results of the individual competitor for one or all of the events they have competed in.
- To sort by: Name (A – Z, Z – A)

Age (youngest to oldest, oldest to youngest)

Team (A – Z, Z – A)

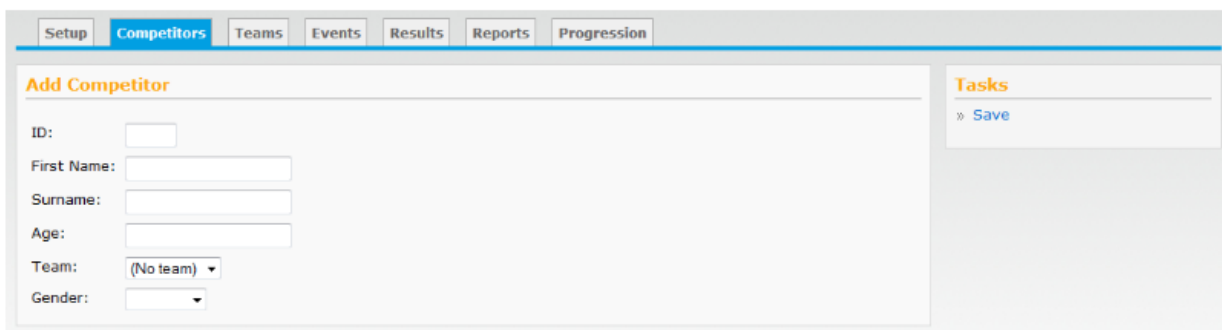
Gender (M / F)

Click on the appropriate heading and select the desired format.

To create a new competitor: [Competitors](#) > [New Competitor](#) > [Add Competitor](#) > [Save](#)

To delete a competitor: Select the checkbox on the left of the competitors name (you can select multiple competitors) then [Competitors](#) > [Select competitors checkbox](#) > [Delete Competitor](#) > [OK](#)

To Import Competitors: [Competitors](#) > [Import Competitors](#) > [OK](#)



To see more competitors on the one page: [Click on account name](#) > [Update my details](#) > [Records per page](#) > [Select desired amount](#) > [Save](#)

## EVENT MANAGER DOCUMENTATION

### TEAMS

- This Teams Tabs enables the user to manage the teams involved in the event / carnival. Up to date scores and places are accessible.

**Team:** The name of the teams involved in the event

**Competitors:** The number of competitors the team has represented

**Points:** A team's current point status

**Placing:** A team's current placing status

- Teams are created in the Wizard when a new carnival / event is created. These can also be created or edited on the Teams Page.

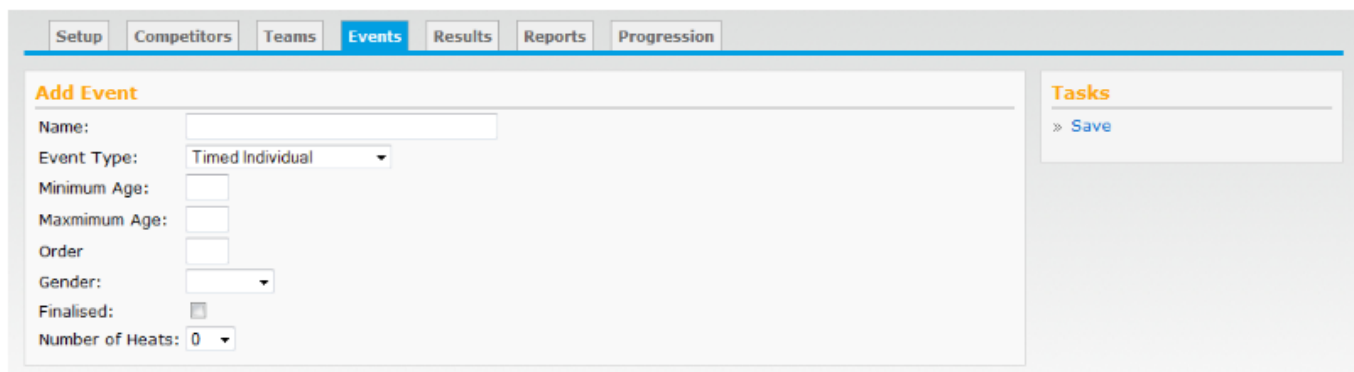
To create a new team: [Teams > Create Team > Enter Team Name > Save](#)

To delete a team: Select the checkbox on the left of the team's name (you can select multiple teams) then [Team > Select team's checkbox > Delete team > OK](#)

To edit a current team: [Click on the team's name > Edit Name > Save](#)

### EVENTS

- This page lists all the known events in the carnival / event. You can access the event properties of a particular event by clicking on it. An underline of the event will appear indicating that you can click on it. This will give you all the relevant details. Again any custom properties created in the Set Up will appear as part of the event properties and will be listed accordingly.



The screenshot shows the 'Add Event' form with the following fields:

- Name:
- Event Type:
- Minimum Age:
- Maximum Age:
- Order:
- Gender:
- Finalised:
- Number of Heats:

The 'Tasks' sidebar on the right contains a 'Save' button.

## EVENT MANAGER DOCUMENTATION

To create a new event: [Events Tab > New Event](#)

**Name:** Enter the name of the new event

**Event Type:** The drop down box will list events created in the set up. Usually this will be a timed event or a distance event.

**Minimum Age:** If the event is 12 years boys, then 12 will be the minimum and maximum age. If the event is an open type event from 12 – 14yrs (for example) then the minimum will be 12 and the maximum will be 14. This makes it inclusive of all ages in between. Any students who fall within this age category (12, 13 and 14) will be eligible to be in the event.

**Maximum Age:** This is the maximum age available for the event. See above for detailed explanation.

**Order:** If you wish to order your events so that on the Events Tab and Drop down events list on the Results Tab are in your desired order, you can do so by assigning a number here. Ideally this would occur on an Events Import which would happen during the Set Up process found in the Set Up Tab. Otherwise by default Events are ordered alphabetically.

**Skill Level:** Any custom properties created in the set up will also appear in the new event as a drop down option. The user simply selects the appropriate option.

**Minimum Year Level:** If this is a custom property then again it works on the same principle of the minimum and maximum age.

**Maximum Year Level:** See above.

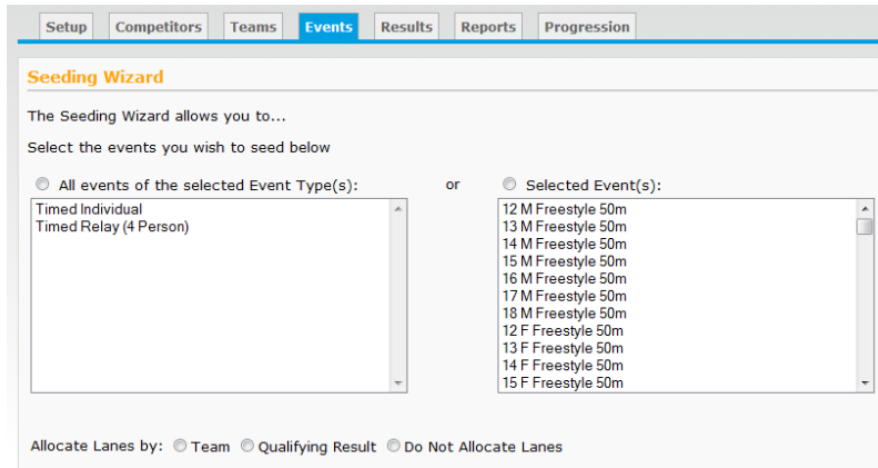
**Number of Heats:** The user may be able to enter the likely number of heats the event might have. On the results page any further heats can be added by clicking on the green plus button.

To copy an event: [Events Tab > Copy Event](#)

To delete an event: [Events Tab > Delete Event](#)

- Seeding is useful for representative carnivals where heats are required and qualifying times and / or distances are known. The organiser has the ability to seed by certain event types (eg. All timed events) or select particular events (eg. 100m sprint, or 50m freestyle). The organiser can then decide to allocate lanes by teams or by qualifying result or not allocate lanes at all.

## EVENT MANAGER DOCUMENTATION



The screenshot shows the 'Seeding Wizard' interface within the 'Events' tab. The interface includes a navigation bar with tabs for Setup, Competitors, Teams, Events, Results, Reports, and Progression. The main content area is titled 'Seeding Wizard' and contains the following text: 'The Seeding Wizard allows you to... Select the events you wish to seed below'. There are two radio button options: 'All events of the selected Event Type(s):' and 'Selected Event(s):'. The first option is selected, and its list contains 'Timed Individual' and 'Timed Relay (4 Person)'. The second option is unselected, and its list contains a series of freestyle events: '12 M Freestyle 50m', '13 M Freestyle 50m', '14 M Freestyle 50m', '15 M Freestyle 50m', '16 M Freestyle 50m', '17 M Freestyle 50m', '18 M Freestyle 50m', '12 F Freestyle 50m', '13 F Freestyle 50m', '14 F Freestyle 50m', and '15 F Freestyle 50m'. At the bottom, there is a section for 'Allocate Lanes by:' with three radio button options: 'Team', 'Qualifying Result', and 'Do Not Allocate Lanes'.

To seed competitors entries: [Events Tab](#) > [Seeding Wizard](#) > [Select relevant data](#) > [Complete](#)

- [Print Results Sheet](#) enables the user to select particular events and print the results sheet that will be used by officials to record results on location (eg. A shot put) This is particularly useful at Athletics Field Events

To print results sheets: [Events Tab](#) > [Print Results Sheets](#) > [OK](#)

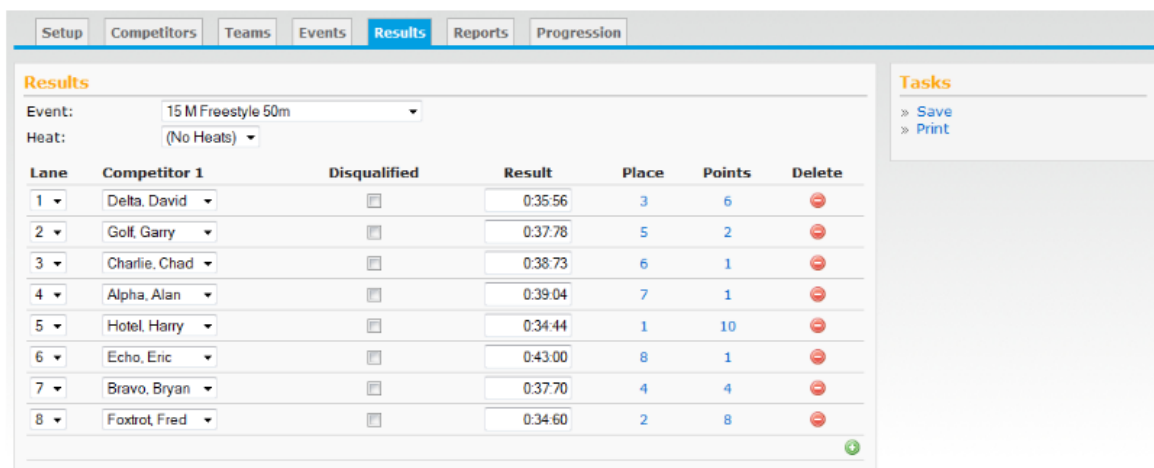
Import Events: To import events from the Events Tab: [Events Tab](#) > [Import Events](#) > [Enter](#)

To see more Events on the one page: [Click on account name](#) > [Update my details](#) > [Records per page](#) > [Select desired amount](#) > [Save](#)

## EVENT MANAGER DOCUMENTATION

### RESULTS

- The Results entry page enables all results to be entered into facultymate. Depending on the type of event, a time, distance, place or score can be entered in. The interface details the competitor, their result, their place and the points awarded which contribute to both the individual and teams overall score.



Lane	Competitor 1	Disqualified	Result	Place	Points	Delete
1	Delta, David	<input type="checkbox"/>	0:35.56	3	6	
2	Golf, Garry	<input type="checkbox"/>	0:37.78	5	2	
3	Charlie, Chad	<input type="checkbox"/>	0:38.73	6	1	
4	Alpha, Alan	<input type="checkbox"/>	0:39.04	7	1	
5	Hotel, Harry	<input type="checkbox"/>	0:34.44	1	10	
6	Echo, Eric	<input type="checkbox"/>	0:43.00	8	1	
7	Bravo, Bryan	<input type="checkbox"/>	0:37.70	4	4	
8	Foxtrot, Fred	<input type="checkbox"/>	0:34.60	2	8	

**Event:** The events in the Event / Carnival appear in the drop down box and are selected by clicking on the desired one.

**Heat:** If the event has had heats assigned to it then these will appear in the drop down box and can be selected in the same way that events are.

**Competitors:** Competitor names can be typed in or selected from the drop down box. An auto prompt in each competitors name will ensure quick access to their name and speed up the results entry process. Typing in the starting letter of the competitor will also quickly find them in the drop down list.

To save an event: [Results Tab > Enter Data > Save or Ctrl + S](#)

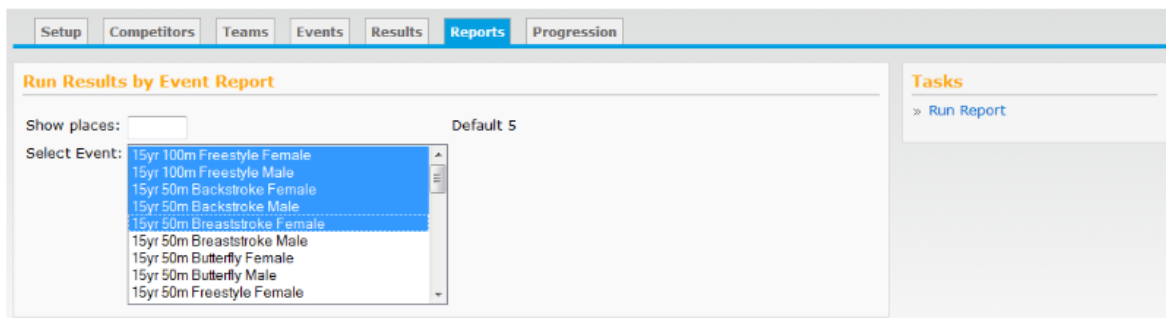
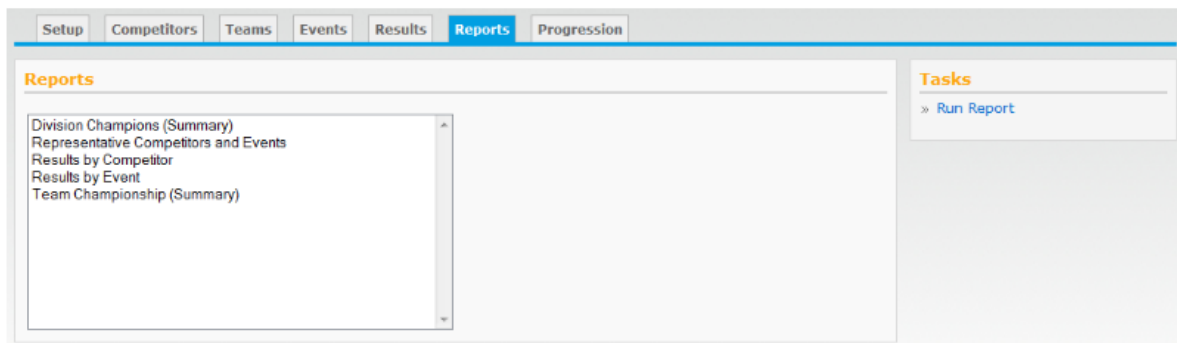
It may be necessary to print the results for a particular event. This can be done quickly from the task bar.

To print an event: [Results Tab > Print or Ctrl + P](#)

## EVENT MANAGER DOCUMENTATION

### REPORTS

- The Reports Page enables the user to view and print off all relevant reports for the event / carnival. A number of filters can be used to select the desired report. These results can then be exported as a Microsoft Excel file.



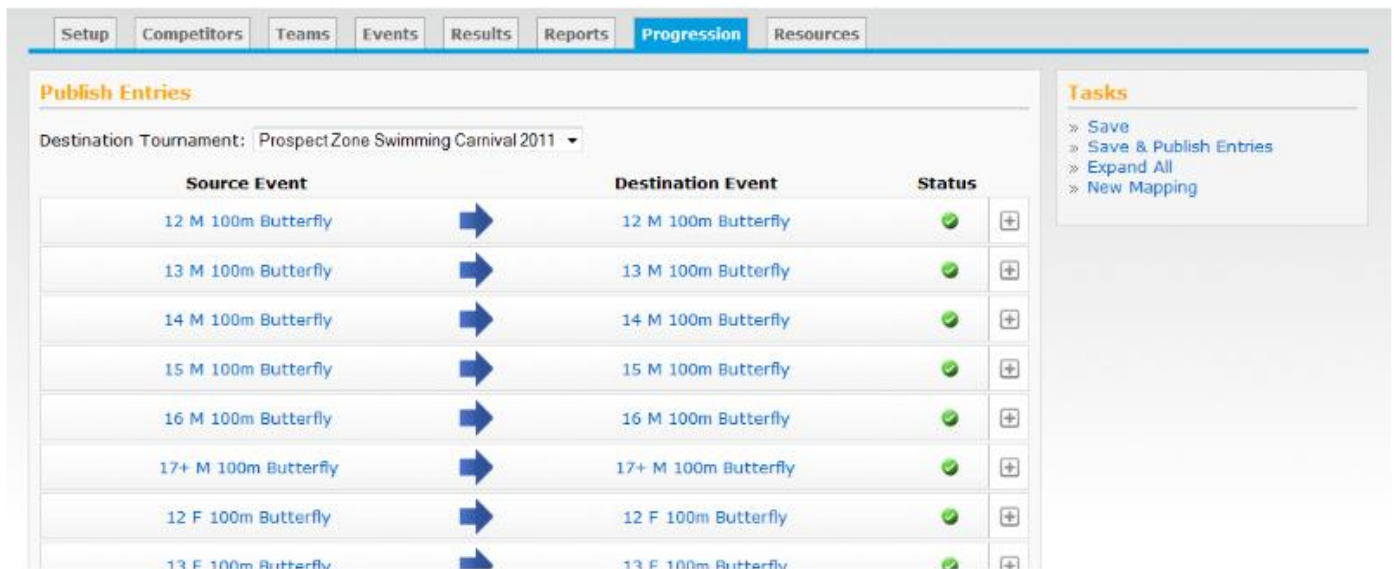
To Run a report: **Reports > Select Event (s) > Run Report > Follow prompts**

- An individual event can be printed or you can select all the events you require by holding the control (Ctrl) button selecting all desired events and then running the report.

## EVENT MANAGER DOCUMENTATION

### PROGRESSION

- The Progression Tab enables the team manager to upload their designated top competitors as requested by the representative carnival organiser. Due to the flexible nature of facultymate, it is possible that some users prefer to have their event names in a certain way (eg, 12yrs 50m Freestyle). To ensure that these match up correctly with those created by the representative organiser (eg. 12 B Freestyle 50m) and the correct competitors go into the correct event at the next level, a process of matching from the original carnival (source) to the representative carnival (destination) must be completed. Using a facultymate template will reduce the need for this matching up to happen.



Source Event	Destination Event	Status
12 M 100m Butterfly	12 M 100m Butterfly	✓
13 M 100m Butterfly	13 M 100m Butterfly	✓
14 M 100m Butterfly	14 M 100m Butterfly	✓
15 M 100m Butterfly	15 M 100m Butterfly	✓
16 M 100m Butterfly	16 M 100m Butterfly	✓
17+ M 100m Butterfly	17+ M 100m Butterfly	✓
12 F 100m Butterfly	12 F 100m Butterfly	✓
13 F 100m Butterfly	13 F 100m Butterfly	✓

**Source:** This is the carnival which the user is taking their entries from to upload to the next level

**Destination:** This is the target for the uploaded entry, i.e. The representative level carnival that entries are being uploaded to

**Expand All:** Increases the size of the event boxes to allow automatic / manual selection of competitors for events.

## EVENT MANAGER DOCUMENTATION

**New Mapping:** Setup a link between an event in your carnival and the representative carnival

**Save:** Saves the progress to date. Recommended to be used regularly

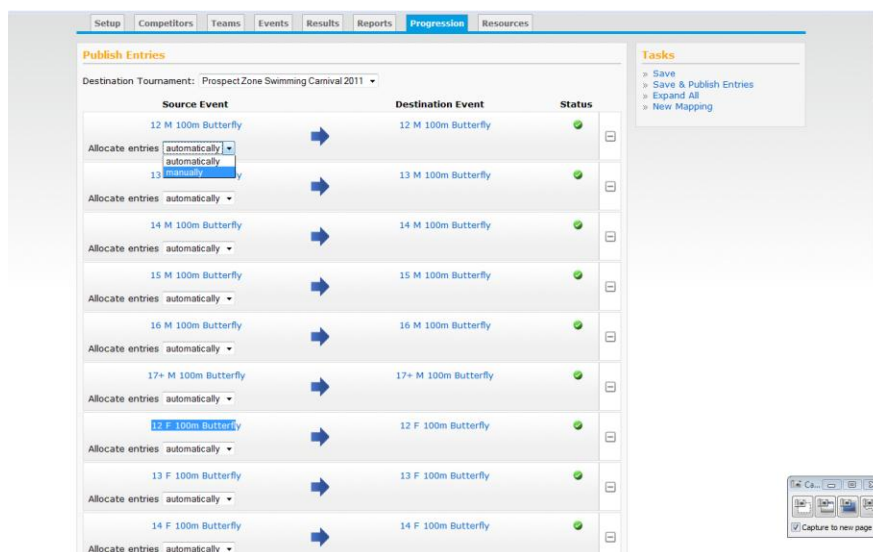
**Save & Publish Entries:** Once all events and competitors selections have been completed, click on this to publish to the carnival organiser.

To **automatically** progress competitors to the next representative level: [Progressions Tab > Match Events \(from source to destination\) > Automatic > Save](#)



To **manually** select competitors for the representative carnival:

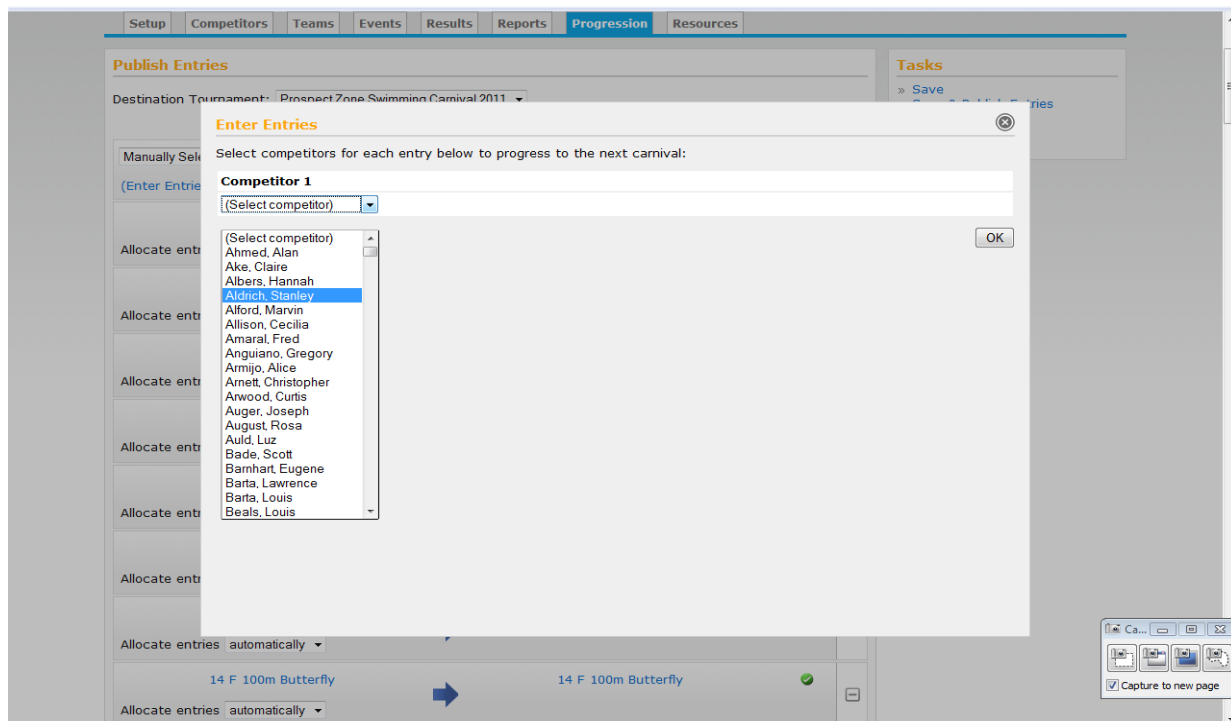
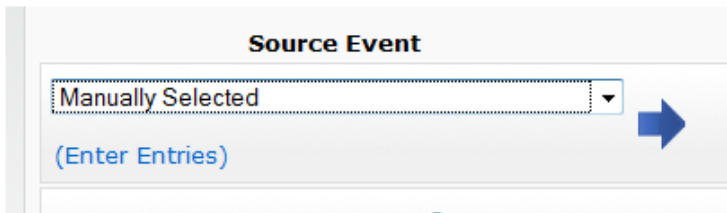
[Progressions Tab > Select Allocate entries manually > Select competitors > OK](#)





# EVENT MANAGER DOCUMENTATION

To manually select competitors without results: [Progressions Tab](#) > [Click on Source Event](#) > [Select Manually selected](#) > [Enter Entries](#) > [Select competitors](#) > [OK](#)

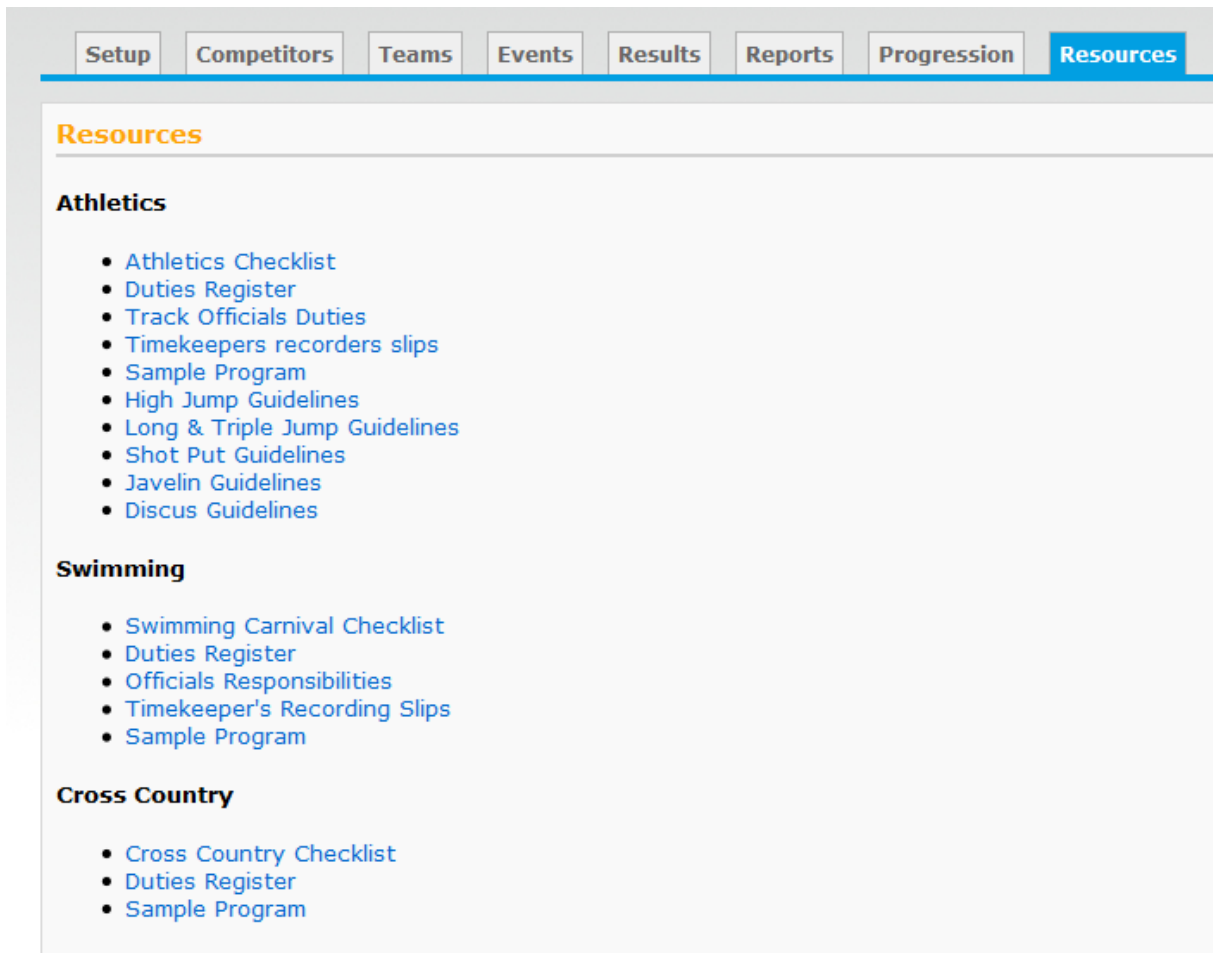


## EVENT MANAGER DOCUMENTATION

### RESOURCES

- The Resources Tab provides the user with useful proformas that will assist in the running of a particular event. All resources are downloaded in PDF Format and easily printed.

To print a resource: [Resources Tab](#) > [Select Resource](#) > [Use PDF Reader to Print](#)



The screenshot shows the Faculty Mate web interface. At the top, there is a navigation bar with tabs for Setup, Competitors, Teams, Events, Results, Reports, Progression, and Resources. The Resources tab is selected and highlighted in blue. Below the navigation bar, the page title "Resources" is displayed in orange. The content is organized into three main categories: Athletics, Swimming, and Cross Country. Each category contains a list of resource links.

**Resources**

**Athletics**

- [Athletics Checklist](#)
- [Duties Register](#)
- [Track Officials Duties](#)
- [Timekeepers recorders slips](#)
- [Sample Program](#)
- [High Jump Guidelines](#)
- [Long & Triple Jump Guidelines](#)
- [Shot Put Guidelines](#)
- [Javelin Guidelines](#)
- [Discus Guidelines](#)

**Swimming**

- [Swimming Carnival Checklist](#)
- [Duties Register](#)
- [Officials Responsibilities](#)
- [Timekeeper's Recording Slips](#)
- [Sample Program](#)

**Cross Country**

- [Cross Country Checklist](#)
- [Duties Register](#)
- [Sample Program](#)